

STATE TEACHERS COLLEGE  
AT  
SALEM, MASSACHUSETTS



CATALOGUE  
1952 — 1953




The Commonwealth of Massachusetts

DEPARTMENT OF EDUCATION



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## DEPARTMENT OF EDUCATION

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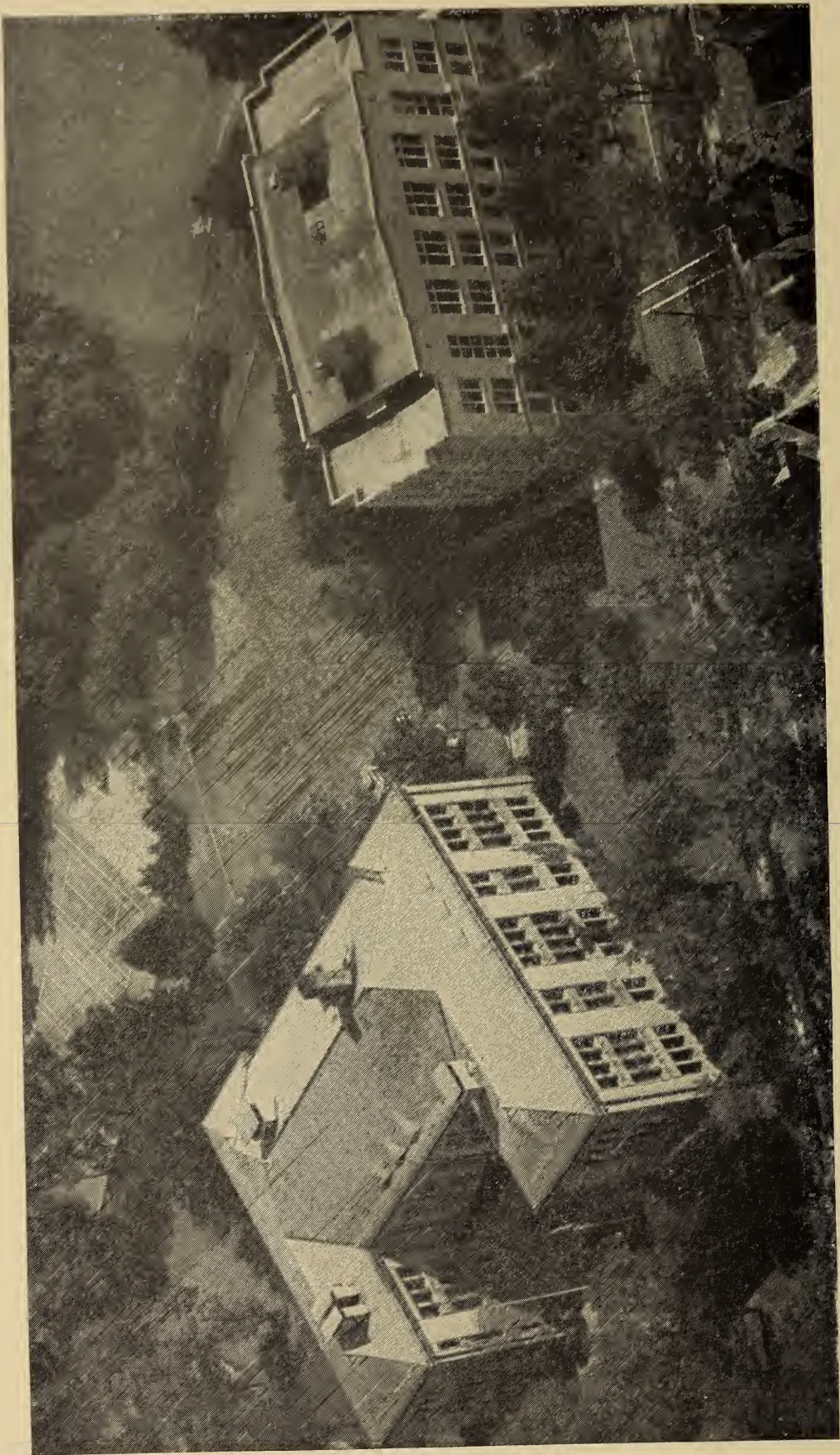
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SKY VIEW



## STATE TEACHERS COLLEGE AT SALEM

The State Teachers College at Salem (formerly the State Normal School at Salem) was opened to students September 12, 1854. It was the fourth teachers college established by the Commonwealth of Massachusetts. The first building stood at the corner of Broad and Summer Streets. This was enlarged and improved in 1860, and again in 1871. When facilities became inadequate to meet the increased demand for teacher training, an appropriation was made by the legislature for a new building, which was first occupied December 2, 1896. Exactly seventeen years later a modern training school was opened and continues to operate today as an integral part of the college plant. The site, buildings, and equipment represent a value of approximately one million dollars. Every year a capacity enrollment of nearly six hundred is accommodated. In addition to the president and principal there are thirty-eight members of the college faculty and twelve teachers in the training school.

The campus is at the junction of Loring Avenue and Lafayette Street. Salem is on the main line of the eastern division of the Boston and Maine Railroad system, connecting with the Saugus branch at Lynn. It is also easily accessible by bus. Student tickets for the Boston and Maine Railroad system may be purchased at reduced rates.

Salem is the center of many interesting historical associations; within easy reach are the scenes of more important and stirring events than can be found in any other area of equal size in our nation. The surrounding scenery is very attractive. Curious and instructive collections may be found which belong to various literary and antiquarian organizations. The churches in the city are numerous and represent many religious denominations.

## A STATEMENT OF POLICY

*Subscribed to by the president and faculty  
of the State Teachers College at Salem*

Education is the organized development of all the powers of a human being—spiritual, intellectual, emotional, social, and physical. This development should be brought about by providing experiences which foster such knowledges, appreciations, and habits as will yield a character equal to the demands of existence in a democratic society.

Presupposing competent administration, the quality of a school depends essentially upon the quality of its faculty. Curricula, methods, and procedures are important, but these ultimately reflect the preparation, character, and personality of the classroom staff. Therefore, school authorities should strive by all possible means to secure as teachers men and women who are both broadly trained and adequately equipped in their fields, who possess the intellectual and moral prerequisites for their positions, who have a sympathetic understanding of and respect for young people, and who are sincerely devoted to the best interests of their own students. Such teachers always produce good schools. Good schools are axiomatically an invaluable instrument in civilized living.

The State Teachers College at Salem, Massachusetts is a tax-supported institution, accredited in the field of teacher preparation, and offering cultural and professional training of high quality. Our primary duty is to furnish teachers for service in the Commonwealth. We make every effort to discover, conserve, and develop the potentially superior student, and to bring to fruition his abilities for constructive accomplishment in public education. These ends are achieved through classroom instruction, individual and group guidance, and such extracurricular activities as the co-operative association, dramatics, forensics, journalism, club work, and other social and leisure-time projects. The college is selective in that only the worthy may be graduated.

Since we function under the auspices of the State, our institution has an unusual opportunity to disseminate the advantages of higher learning. It recognizes no parochial limitations, but seeks rather to extend its area of service as widely as possible. It encourages participation by faculty and students in programs of educational and social betterment sponsored by other progress-minded groups. It provides in-service and reorientation training through the medium of extension courses, because it recognizes a responsibility to teachers who feel the need of further supervised study or who realize that refresher work is imperative if they are to interpret modern life intelligently, and exercise a salutary influence on the thinking and ideals of American youth.



## TABLE OF CONTENTS

	PAGE
CALENDAR . . . . .	8
FACULTY . . . . .	9
REQUIREMENTS FOR ADMISSION . . . . .	14
REQUIREMENTS FOR PROMOTION AND GRADUATION . . . . .	17
LENGTH OF COURSES AND DEGREES . . . . .	18
EXPENSES . . . . .	18
CURRICULA . . . . .	20
DESCRIPTION OF COURSES . . . . .	30
STUDENT ORGANIZATIONS . . . . .	47
GENERAL INFORMATION . . . . .	50

**CALENDAR****1952-1953****First Semester**

September 3 . . . . .	Training School opens
September 12 . . . . .	Orientation Day
September 15 . . . . .	Teachers College opens, 9:15 a.m.
October 3 . . . . .	Essex County Teachers Convention
October 13 . . . . .	Columbus Day
November 11 . . . . .	Armistice Day
November 12 . . . . .	Close of first quarter
November 19, 12:10 p.m. to November 24	Thanksgiving recess
December 19, close of day, to January 5	Christmas recess
January 19-23 . . . . .	Midyear examinations
January 23 . . . . .	Close of first semester

**Second Semester**

January 26 . . . . .	Second semester begins
February 23 . . . . .	Washington's Birthday
February 27, close of day, to March 9	Winter recess
March 30 . . . . .	Close of third quarter
April 3 . . . . .	Good Friday
April 20 . . . . .	Patriot's Day
May 1, close of day, to May 11 . . . . .	Spring recess
May 28-June 3 . . . . .	Final examinations
June 7 . . . . .	Baccalaureate
June 8 . . . . .	Class Day
June 9 . . . . .	Commencement

**1953-1954****First Semester**

September 9 . . . . .	Training School opens
September 11 . . . . .	Orientation Day
September 14 . . . . .	Teachers College opens, 9:15 a.m.
October 2 . . . . .	Essex County Teachers Convention
October 12 . . . . .	Columbus Day
November 10 . . . . .	Close of first quarter
November 11 . . . . .	Armistice Day
November 18, 12:10 p.m. to November 23	Thanksgiving recess
December 18, close of day, to January 4	Christmas recess
January 18-22 . . . . .	Midyear examinations
January 22 . . . . .	Close of first semester

**Second Semester**

January 25 . . . . .	Second semester begins
February 22 . . . . .	Washington's Birthday
February 26, close of day, to March 8	Winter recess
March 29 . . . . .	Close of third quarter
April 16 . . . . .	Good Friday
April 19 . . . . .	Patriot's Day
April 30, close of day, to May 10 . . . . .	Spring recess
May 27-June 3 . . . . .	Final examinations
May 31 . . . . .	Memorial Day
June 6 . . . . .	Baccalaureate
June 7 . . . . .	Class Day
June 8 . . . . .	Commencement

## Sessions

College is in session from 9:15 a.m. to 3:50 p.m. The office is open daily, Mondays through Fridays, from 8:30 a.m. to 5:00 p.m. When inclement weather makes closing necessary, an announcement to that effect is made over Stations WNAC and WESX at 7:00 a.m., or shortly thereafter.

## Telephones

College, Salem 0375. Training School, Salem 0344. Director of Business Education, Salem 6199. President, Arlington 5-0671.

## FACULTY

### The Teachers College

EDWARD A. SULLIVAN . . . . . *President*  
Boston College — B.A., M.A.

VERNA B. FLANDERS . . . . . *Social Science*  
University of Chicago — B.S., M.S.

FLORENCE B. CRUTTENDEN . . . . . *Social Science*  
Columbia University — B.S., M.A.

MILDRED B. STONE . . . . . *Mathematics*  
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GEORGE F. MOODY . . . . . *Director of Training, Education*  
Boston University — B.S.Ed., M.A.  
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New York University — B.S.  
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 Boston University — B.A., M.A.  
 Boston College — Ph.D.

LAWRENCE T. LOWREY . . . . . *Logic, Physical Education*  
 Holy Cross College — Ph.B.

RICHARD H. ROCKETT . . . . . *Business Law, French, Speech*  
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 Boston University — M.Ed.  
 Suffolk Law School — LL.B.

ROGER A. HARDY . . . . . *Business Education*  
 Boston University — B.S., M.B.A.

HELEN J. KEILY . . . . . *Dean, Guidance*  
 Boston University — B.B.A., M.Ed.  
 Harvard University — Ed.D.

ADELE M. DRISCOLL . . . . . *Education*  
 State Teachers College at Fitchburg — B.S.Ed., M.Ed.  
 Boston University — Ed.D.

EARLE S. COLLINS . . . . . *Physical Science*  
 Harvard University — B.A., M.Ed.

BEATRICE WITHAM . . . . . *Business Education*  
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D. FRANCIS HARRIGAN, JR. . . . . *Handwriting*  
 State Normal School at Salem — B.S.Ed.

JAMES B. SULLIVAN . . . . . *Biological Science*  
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 Boston University — Ph.D.

BRUCE F. JEFFERY . . . . . *Head of Business Education Department, Education*  
 Boston University — B.B.A., M.C.S.  
 LaSalle University of Law — LL.B.

MARY M. JONES . . . . . *English*  
 Boston University — B.S.Ed., M.A., Ed.D.

SERENA G. HALL . . . . . *English*  
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- TIMOTHY F. CLIFFORD . . . . . *Music*  
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 Clark University — M.A.
- LEO F. HENNESSEY . . . . . *Education, History*  
 University of Ottawa — B.A., Ph.D.  
 Boston College — M.Ed.
- JANET SMITH . . . . . *Business Education*  
 Smith College — B.A.  
 Simmons College — B.S.  
 Boston University — M.C.S.
- MARY E. MROSE . . . . . *Social Science*  
 State Teachers College at Salem — B.S.Ed.  
 Boston University — M.A.
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 Massachusetts School of Art — B.S.Ed.  
 Boston College — M.A.  
 Boston University — M.A.
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 Tufts College — B.S.  
 Boston University — M.Ed.
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 Acadia University — B.A., M.A.  
 Simmons College — B.S.

GRANT W. SEIBERT . . . . . *Assistant Librarian*  
 Rutgers University — B.A.  
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MILDRED BERMAN . . . . . *Geography*  
 State Teachers College at Salem — B.S.Ed.  
 Clark University — M.A.

### ***The Training School***

V. JOHN RIKKOLA . . . . . *Principal*  
 State Teachers College at Salem — B.S.Ed.  
 Boston University — M.Ed.

WILLIAM A. RICH . . . . . *Supervisor, Grade Eight*  
 Boston University — B.S.Ed., M.A.

ESTHER L. SMALL . . . . . *Supervisor, Grade Seven*  
 State Normal School at Salem

MINERVA M. HUDGINS . . . . . *Supervisor, Grade Six*  
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 State Teachers College at Salem — B.S.Ed.  
 State Teachers College at Fitchburg — M.Ed.

DORIS A. CAMBRIDGE . . . . . *Supervisor, Grade Four*  
Boston University — B.S.Ed.

RUTH L. SOUTHWICK . . . . . *Supervisor, Grade Three*  
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Boston University — M.Ed.

MARY F. WADE . . . . . *Supervisor, Grade Two*  
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State Teachers College at Salem — B.S.Ed.  
Boston University — M.Ed.

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State Normal School at Framingham — B.S.Ed.  
University of Maine — M.S.

JAMES T. AMSLER . . . . . *Practical Arts*  
State Teachers College at Fitchburg — B.S.Ed.  
Harvard University — M.Ed.

ANGELICA M. VORGEAS . . . . . *Remedial Work*  
State Teachers College at Salem — B.S.Ed.

### *Administration*

ANN K. CLARK . . . . . *Registrar*  
State Normal School at Salem

MARY M. O'KEEFFE . . . . . *Secretary*

MARGARET C. MORRISON . . . . . *Bookkeeper*

ARTHUR W. O'NEIL . . . . . *College Physician*  
Tufts College — M.D.

MARGARET D. WELCH . . . . . *College Physician*  
Tufts College — M.D.

GERTRUDE R. WILLIAMS . . . . . *College Nurse*  
Carney Hospital — R.N.

## REQUIREMENTS FOR ADMISSION

**I. Application for Admission.** Every candidate for admission to the State Teachers College at Salem is required to fill out a blank entitled, "APPLICATION FOR ADMISSION TO STATE TEACHERS COLLEGES" and send it to the president. This blank may be obtained from either the high school or the teachers college and may be filed after January 1 of the year in which the applicant wishes to enter. If the applicant desires to be considered in the first quota, the blank must be filed not later than one week before the date set for the next scholastic aptitude test. Applications will be accepted after that date, but qualified candidates who apply late will be admitted only if quotas are not filled.

**II. Blank To Be Filed by the High School Principal.** The principal of the high school is expected to fill out a blank giving the "HIGH SCHOOL RECORD" for each year and a "RATING OF PERSONAL CHARACTERISTICS" and send it to the president.

**III. General Qualifications.** Every candidate for admission as a regular student must meet the following requirements:

1. *Health.* The applicant must be in good physical condition and free from any disease, infirmity, or other defect which would render him unfit for public school teaching. A statement from the family physician and examination by the college physician are required evidences of satisfactory health.

2. *High School Graduation.* The applicant must be a graduate of a recognized high school, or have equivalent preparation.

3. *Completion of Fifteen Units of High School Work.* The "HIGH SCHOOL RECORD" must show the completion of fifteen units accepted by the high school in fulfillment of graduation requirements or the applicant must present evidence of equivalent preparation.

"A unit represents a year's study in any subject of a secondary school so planned as to constitute approximately one-fourth of a full year of work for a pupil of normal ability. To count as a unit, the recitation periods shall aggregate approximately 120 sixty-minute hours. Time occupied by shop or laboratory work counts one-half as much as time in recitation."

4. *Personal Characteristics.* The "RATING OF PERSONAL CHARACTERISTICS" and the moral character of the candidate must, in the judgment of the president, be such as to warrant admission. Every candidate must submit to an interview.

## IV. Scholarship Requirements.

1. *Certification.* The privilege of certification is extended to public and private schools and academies in the Commonwealth of Massachusetts. We accept the certificating grade regularly established by the individual school for college entrance. Units of certification will be determined on the same basis as units of credit, subject to the restrictions specified herein.



The Department of Education reserves the right to withdraw the privilege of certification from any institution when its students fail to measure up to the standards required by the Department. The responsibility of the high school will continue through the freshman year in the college.

Applicants fully certified in 12 units of work (7 "Prescribed," 5 "Limited Electives,") and submitting passing grades for 3 additional units ("Free Electives,") are qualified for admission. (In the business education department the distribution is 6 "Prescribed," 6 "Limited Electives," and 3 "Free Electives.")

#### Prescribed 7 units

English	3 units
American History and Civics	1 unit
Science	1 unit
Algebra	1 unit*
Geometry	1 unit*

In the case of subjects which continue for two years, the grade for the last year must be a certificating grade in order that both units may be accepted for certification; if the subjects continue for three or four years, the grade for one other year as well as the grade for the last year must be a certificating grade in order that 3 or 4 units may be accepted for certification.

Applicants whose grades place them scholastically in the upper quarter of their graduating class are qualified for admission provided they have successfully completed fifteen units and have received passing grades in the units listed as "Prescribed." In the "Limited Electives" group, such applicants may exceed the maximum number of units in any field.

Units (exclusive of "Free Electives") must be so distributed that the number offered in any field, including the "Prescribed" units, shall not be more than the following: English, 3 units; social studies, 4 units; science, 3 units; foreign language, 5 units (no credit accepted for less than 2 units in any one language); mathematics, 3 units; business subjects, 2 units (for admission to business education department, 3 units); fine and practical arts, 2 units.

Following is the list of subjects acceptable for admission under the restrictions detailed above:

\* One unit in any branch of mathematics included below in the list of subjects acceptable for admission satisfies the mathematics requirements for the business education department.

ENGLISH

English Literature and Composition (not less than 3 units accepted) 3

SOCIAL STUDIES

American History and Civics	}	4
Community Civics		
History to about 1700		
European History since 1700		
Economics		
Problems of Democracy		
Ancient History		
English History		
Medieval and Modern History		
World Geography		
World History		

SCIENCE

General Science	}	3
Biology, Botany, Zoology		
Chemistry		
Physics		
Physical Geography		
Physiology and Hygiene		
Astronomy		
Geology		

FOREIGN LANGUAGE

Latin	}	5
French		
Spanish		
German		
Italian		

MATHEMATICS

Algebra	}	3
Arithmetic		
Geometry		
College Review Mathematics		
Trigonometry		
Solid Geometry		

BUSINESS SUBJECTS

Stenography (including Typewriting)	}	2*
Bookkeeping		
Commercial Geography		
Commercial Law		

FINE AND PRACTICAL ARTS

Home Economics	}	2
Manual Training		
Art		
Music		

\* Three units may be accepted for admission to the business education department.

2. *Admission by Examination.* Applicants who are not eligible for admission by certification, as explained in "IV, 1," but who possess a diploma from a recognized high school, or its equivalent, are recommended by the high school principal, and are interested in teaching are eligible for admission if they successfully complete scholastic aptitude tests prescribed by the Department of Education.

**V. Waiting Lists.** If the number of candidates who have applied on or before the established deadline is in excess of the number which facilities can accommodate, the scholastic records and the ratings of the personal characteristics of all applicants are evaluated in accordance with the method stated below. Certified candidates, including those who are eligible for admission because of upper quarter standing, are admitted first and in that order according to their total scores. Candidates who have qualified for admission by examination are then accepted in the order determined by their scholastic and personality records, examination scores, and interviews. Waiting lists established after the January examination remain in force until after the April examination when new waiting lists are established. Vacancies occurring between April and September are filled from the April lists.

Scholarship will be allowed a maximum of 75 points for 15 units of work. Personality will be allowed a maximum of 25 points. As a basis of computing the total score from the scholarship record as submitted by the high school principal, a mark of "A" will be given 5 points; "B," 4 points; "C," 3 points; "D," 2 points. As a basis of computing the personality record, which includes ten characteristics, a mark of "Excellent" will be allowed  $2\frac{1}{2}$  points; "Good," 2 points; "Fair,"  $1\frac{1}{2}$  points; "Poor," 1 point.

**VI. Place and Time of Examinations.** Examinations may be taken on specified dates in January, April, and September at any state teachers college including the Massachusetts School of Art. Applicants who wish to take examinations at a teachers college other than the one for which they are applying should notify the college president in advance.

**VII. Admission of Advanced Students.** Applicants who have attended or graduated from normal schools or other colleges may be admitted as regular or advanced students, under conditions approved by the Department.

## REQUIREMENTS FOR PROMOTION AND GRADUATION

1. A system of quality points is in force in all the state teachers colleges. Grades are given the following values: A equals 4 to 5; B equals 3 to 3.9; C equals 2 to 2.9; D equals 1 to 1.9; E equals zero.

2. The number of quality points which a student receives in a course is determined by multiplying the total number of semester hours in the course by the corresponding number of quality points, e.g., a six-semester hour course with a rating of "4" has a value of 24 quality points. The average is computed by dividing the total number of quality points by the total number of semester hours.

3. The average of the grades required for promotion or graduation is 2. Thus, the work of the first year in the elementary or junior high department carries 34 semester hours of credit. A student's grades, interpreted in points, must total 68 in order to produce the average of 2. Students with an average of less than 2 must withdraw from college unless permission to repeat the work of the entire year is given by the director on the recommendation of the president for such reasons as illness, home difficulties, etc.

4. Incomplete grades must be made up within eight weeks after the opening of the following semester. (No course may be marked "incomplete" unless 80% of the work has been done at the time of discontinuance.)

5. The determination of quality points is made at the end of each college year, and, except when the year's work is repeated, the number of points is not affected by grades in courses subsequently taken and passed.

6. "E" grades can never be removed, but the subjects in which they have been received must be repeated and passed, or, in the case of electives, other approved courses must be taken and passed either in approved summer sessions, or, when possible, during the regular college year. Continuing subjects in which "E" grades have been received must be successfully repeated before the student may take advanced work. Deficiencies incurred during the first three years must be removed by courses taken not later than the termination of the first semester of the senior year. Deficiencies incurred during the first semester of the senior year may be removed in the second semester.

7. The grade for a repeated or alternate course will be entered in the college records as follows: "Repeated and passed at \_\_\_\_\_ (College) with a grade of \_\_\_\_\_" or "Alternate course \_\_\_\_\_ (Title) taken and passed at \_\_\_\_\_ with a grade of \_\_\_\_\_" (College)

### LENGTH OF COURSES AND DEGREES

The State Teachers College at Salem has three departments designed for students preparing to teach, respectively, in elementary schools, in junior high schools, and in commercial departments of senior and junior high schools.

All courses offered are four years in length and lead to the degree of bachelor of science in education.

Graduate courses leading to the degree of master of education are offered at the state teachers colleges at Bridgewater (including the Hyannis Summer Session), Fitchburg, North Adams, and Worcester.

### EXPENSES

The following summary indicates as nearly as possible the regular expenses for which each student must plan in an annual budget:

#### I. Fees for Residents of Massachusetts

- A. \$100.00 a year\* — Full-time students
- B. \$3.50 a semester hour — Courses for part-time students
- C. \$9.00 a semester hour — Extension and summer courses

#### II. Fees for Non-Residents of Massachusetts

- A. \$400.00 a year\* — Full-time students
- B. \$10.00 a semester hour — Extension and summer courses

**III. Textbooks and Supplies.** Students are expected to meet the cost of all necessary textbooks and supplies — not over \$50.00 a year.

\* Payable in two installments — prior to the opening of each semester.





CURRICULUM  
Elementary Department

FOUR-YEAR COURSE

Designed for students preparing to teach in the first six grades of the elementary schools. Leads to the degree of bachelor of science in education.

<i>Name and Number of Course</i>	<i>First Year</i>			<i>No. Weeks</i>	<i>Periods per Week</i>	<i>Semester Hours</i>
Art 101 (Introduction to Art) . . . . .	.	.	.	16	3	2
English 101 (Composition and Literature) . . . . .	.	.	.	32	3	6
History 101 (World History) . . . . .	.	.	.	32	3	6
Mathematic 104 (Introduction to Mathematics) . . . . .	.	.	.	16	3	3
Music 101 (Nature and Significance of Music) . . . . .	.	.	.	16	3	2
Physical Education 101 (Women) (Activities) . . . . .	.	.	.	32	2	1
Psychology 101A (Men) . . . . .	.	.	.	16	3	3
Science 101 (General Psychology) . . . . .	.	.	.	32	3	4
Speech 101 (Biological Science) . . . . .	.	.	.	32	1	1
Speech 101 (Fundamentals of Good Speech) . . . . .	.	.	.	.	.	.
<i>Electives:</i> Select six semester hours.	.	.	.	.	.	.
English 103 (Creative Writing) . . . . .	.	.	.	32	3	6
French 101 (Grammar, Composition, and Translation) . . . . .	.	.	.	32	3	6
Geography 103 (Fundamentals of Earth Science) . . . . .	.	.	.	32	3	6
Mathematics 102 (College Algebra) . . . . .	.	.	.	32	3	6
<i>Total Semester Hours</i> . . . . .	.	.	.	.	.	34
<i>Second Year</i>						
Education 202 (Fundamentals of Good Handwriting) . . . . .	.	.	.	32	1	1
Education 203 (Child Psychology) . . . . .	.	.	.	16	2	2
English 201 (Survey of English and American Literature) . . . . .	.	.	.	32	3	6
Geography 201 (Principles of Geography) . . . . .	.	.	.	32	3	6
History 201 (Advanced United States History) . . . . .	.	.	.	16	3	3
History 202 (United States Constitutional Government) . . . . .	.	.	.	16	3	3
Physical Education 201 (Women) (Activities) . . . . .	.	.	.	32	2	1
Physical Education 201A (Men) . . . . .	.	.	.	.	.	.

<i>Name and Number of Course</i>										<i>No.</i>		<i>Periods</i>		<i>Semester</i>	
										<i>Weeks</i>		<i>per Week</i>		<i>Hours</i>	
Science 201 (Physical Science)	.	.	.	.	.	.	.	.	.	32	.	2		4	
Speech 202 (Parliamentary Law)	.	.	.	.	.	.	.	.	.	32	.	1		1	
<i>Electives: Select six semester hours.</i>															
Art 201 (Creative Art Activities)	.	.	.	.	.	.	.	.	.	32	.	3		6	
English 202 (World Classics)	.	.	.	.	.	.	.	.	.	32	.	3		6	
French 201 (Composition, Reading, and Conversation)	.	.	.	.	.	.	.	.	.	32	.	3		6	
Mathematics 204 (Trigonometry and Analytic Geometry)	.	.	.	.	.	.	.	.	.	32	.	3		6	
Music 201 (Human Values in Music)	.	.	.	.	.	.	.	.	.	32	.	3		6	
Science 202 (Nature Study)	.	.	.	.	.	.	.	.	.	32	.	3		6	
<i>Total Semester Hours</i>	.	.	.	.	.	.	.	.	.		.			—	33
<i>Third Year</i>															
Education 302 (Practice Teaching)	.	.	.	.	.	.	.	.	.	8	.	full time		6	
Education 321 (Health Education)	.	.	.	.	.	.	.	.	.	8	.	2		1	
Education 329 (Women) (Theory of Physical Education. Activities)	.	.	.	.	.	.	.	.	.	16	.	3		1	
Education 329A (Men)	.	.	.	.	.	.	.	.	.		.				
Education 330 (Elementary School Music)	.	.	.	.	.	.	.	.	.	8	.	4		2	
Education 332 (Elementary School Art)	.	.	.	.	.	.	.	.	.	8	.	4		2	
Education 334 (Curriculum Materials)	.	.	.	.	.	.	.	.	.		.			12	
<i>General Teaching Methods</i>															
Handwriting	.	.	.	.	.	.	.	.	.	16	.	3			
Language Arts	.	.	.	.	.	.	.	.	.	16	.	1			
Mathematics	.	.	.	.	.	.	.	.	.	16	.	2			
Reading	.	.	.	.	.	.	.	.	.	16	.	2			
Science	.	.	.	.	.	.	.	.	.	16	.	2			
Social Studies	.	.	.	.	.	.	.	.	.	16	.	1			
Geography 309 (Geography of North America)	.	.	.	.	.	.	.	.	.	16	.	1			
Speech 302 (Speech Construction and Delivery)	.	.	.	.	.	.	.	.	.	24	.	2		3	
<i>Electives: Select six semester hours.</i>															
English 304 (Contemporary Literature)	.	.	.	.	.	.	.	.	.	16	.	2		1	
French 301 (Written and Oral Expression)	.	.	.	.	.	.	.	.	.		.				
Geography 308 (Geography of Eurasia)	.	.	.	.	.	.	.	.	.	24	.	4		6	
History 301 (International Affairs)	.	.	.	.	.	.	.	.	.	24	.	4		6	
Mathematics 302 (Calculus)	.	.	.	.	.	.	.	.	.	24	.	4		6	

**CURRICULUM**  
**Elementary Department — Concluded**

Science 305 (Problems in Physical Science) . . . . .	24	4	6
<i>Total Semester Hours</i> . . . . .			<u>34</u>

*Fourth Year*

Economics 403 (Principles of Economics) . . . . .	8	4	2
Education 401 (History and Philosophy of Education) . . . . .	8	4	2
Education 402 (Practice Teaching) . . . . .	8	full time	6
Education 450 (Educational Psychology) . . . . .	8	4	2
Education 451 (Principles of Guidance) . . . . .	16	2	2
Education 453 (Children's Literature) . . . . .	16	2	2
Education 456 (Women) (Procedures in Physical Education. Activities) . . . . .	24	2	1
Education 456A (Men) . . . . .	16	2	1
Education 458 (Home Economics) . . . . .	16	2	2
Education 459 (Tests and Measurements) . . . . .	16	2	1
Education 462 (Elementary School Handwork) . . . . .	16	2	3
Sociology 401 (Principles and Problems of Sociology) . . . . .	16	3	1
Speech 401 (Dramatics, Debating, and Platform Oratory) . . . . .	16	2	
<i>Electives: Select six semester hours.</i>			
Art 401 (Art Appreciation) . . . . .	24	2	3
English 401 (Shakespeare) . . . . .	24	4	6
French 401 (Contemporary French Theater and Novel) . . . . .	24	4	6
Geography 405 (Geography of Southern Continents) . . . . .	8	4	2
Geography 406 (Economic Geography) . . . . .	16	4	4
Mathematics 402 (The Mathematics of Finance) . . . . .	24	4	6
Music 401 (Survey of Music) . . . . .	24	2	3
Science 401 (Economic Biology) . . . . .	24	4	6
Science 403 (Advanced Physical Science) . . . . .	24	4	6
<i>Total Semester Hours</i> . . . . .			<u>31</u>



# **CURRICULUM** **Junior High School Department** FOUR-YEAR COURSE

Designed for students preparing to teach in grades 7 and 8 and in junior high schools. Leads to the degree of bachelor of science in education.

<i>Name and Number of Course</i>	<i>First Year</i>				<i>No. Weeks</i>	<i>Periods per Week</i>	<i>Semester Hours</i>
Art 101 (Introduction to Art) . . . . .	.	.	.	.	16	3	2
English 101 (Composition and Literature) . . . . .	.	.	.	.	32	3	6
History 101 (World History) . . . . .	.	.	.	.	32	3	6
Mathematics 104 (Introduction to Mathematics) . . . . .	.	.	.	.	16	3	3
Music 101 (Nature and Significance of Music) . . . . .	.	.	.	.	16	3	2
Physical Education 101 (Women) (Activities) . . . . .	.	.	.	.	32	2	1
Psychology 101 (General Psychology) . . . . .	.	.	.	.	16	3	3
Science 101 (Biological Science) . . . . .	.	.	.	.	32	3	4
Speech 101 (Fundamentals of Good Speech) . . . . .	.	.	.	.	32	1	1
<i>Electives: Select six semester hours.</i>							
English 103 (Creative Writing) . . . . .	.	.	.	.	32	3	6
French 101 (Grammar, Composition, and Translation) . . . . .	.	.	.	.	32	3	6
Geography 103 (Fundamentals of Earth Science) . . . . .	.	.	.	.	32	3	6
Mathematics 102 (College Algebra) . . . . .	.	.	.	.	32	3	6
<i>Total Semester Hours</i> . . . . .	.	.	.	.			<hr/> 34
	<i>Second Year</i>						
Education 202 (Fundamentals of Good Handwriting) . . . . .	.	.	.	.	32	1	1
Education 203 (Child Psychology) . . . . .	.	.	.	.	16	2	2
English 201 (Survey of English and American Literature) . . . . .	.	.	.	.	32	3	6
Geography 201 (Principles of Geography) . . . . .	.	.	.	.	32	3	6
History 201 (Advanced United States History) . . . . .	.	.	.	.	16	3	3
History 202 (United States Constitutional Government) . . . . .	.	.	.	.	16	3	3
Physical Education 201 (Women) (Activities) . . . . .	.	.	.	.	32	2	1
Science 201 (Physical Science) . . . . .	.	.	.	.	32	2	4
Speech 202 (Parliamentary Law) . . . . .	.	.	.	.	32	1	1



<i>Name and Number of Course</i>	<i>No. Weeks</i>	<i>Periods per Week</i>	<i>Semester Hours</i>
Mathematics 302 (Calculus)	24	4	6
Science 305 (Problems in Physical Science)	24	4	6
<i>Total Semester Hours</i>			<u>34</u>

*Fourth Year*

Economics 403 (Principles of Economics)	8	4	2
Education 401 (History and Philosophy of Education)	8	4	2
Education 402 (Practice Teaching)	8	full time	6
Education 450 (Educational Psychology)	8		2
Education 451 (Principles of Guidance)	16		2
Education 456 (Women)	24	2	1
Education 456A (Men)	16	2	1
Education 458 (Home Economics)	16	2	2
Education 459 (Tests and Measurements)	16	2	2
Education 460 (Junior High School Literature)	16	2	2
Education 463 (Arts and Crafts)	16	2	1
Sociology 401 (Principles and Problems of Sociology)	16	3	3
Speech 401 (Dramatics, Debating, and Platform Oratory)	16	2	1

*Electives: Select six semester hours.*

Art 401 (Art Appreciation)	24	2	3
English 401 (Shakespeare)	24	4	6
French 401 (Contemporary French Theater and Novel)	24	4	6
Geography 405 (Geography of Southern Continents)	8	4	2
Geography 406 (Economic Geography)	16	4	4
Mathematics 402 (The Mathematics of Finance)	24	4	6
Music 401 (Survey of Music)	24	2	3
Science 401 (Economic Biology)	24	4	6
Science 403 (Advanced Physical Science)	24	4	6

*Total Semester Hours*

31

CURRICULUM  
Department of Business Education

FOUR-YEAR COURSE

Designed for students preparing to teach business subjects. Leads to the degree of bachelor of science in education.

<i>Name and Number of Course</i>	<i>First Year</i>				<i>No. W'cks</i>	<i>Periods per W'ck</i>	<i>Semester Hours</i>
Accounting 101 (Introductory Course) . . . . .	.	.	.	.	32	3	6
Business 101 (Business Mathematics) . . . . .	.	.	.	.	16	2	2
Education 101 (Fundamentals of Good Handwriting) . . . . .	.	.	.	.	32	1	1
English 101 (Composition and Literature) . . . . .	.	.	.	.	32	3	6
History 101 (World History) . . . . .	.	.	.	.	32	2	4
Physical Education 101 (Women) (Activities) . . . . .	.	.	.	.	32	2	1
Psychology 101 (General Psychology) . . . . .	.	.	.	.	16	3	3
Science 102 (General Science) . . . . .	.	.	.	.	32	2	4
Speech 101 (Fundamentals of Good Speech) . . . . .	.	.	.	.	32	1	1
Typewriting 101 (Foundation Course for Beginners) . . . . .	.	.	.	.	32	4	4
<i>Total Semester Hours</i> . . . . .	.	.	.	.			32
<i>Second Year</i>							
Accounting 201 (Intermediate and Advanced Course) . . . . .	.	.	.	.	32	3	6
Business 201 (Business Organization) . . . . .	.	.	.	.	16	2	2
English 201 (Survey of English and American Literature) . . . . .	.	.	.	.	32	3	6
History 201 (Advanced United States History) . . . . .	.	.	.	.	16	2	2
History 202 (United States Constitutional Government) . . . . .	.	.	.	.	16	2	2
Logic 201 (Principles of Minor Logic) . . . . .	.	.	.	.	16	3	3
Office Practice 201 (Procedures, Office Machines, Filing) . . . . .	.	.	.	.	16	4	3
Physical Education 201 (Women) (Activities) . . . . .	.	.	.	.	32	2	1
Shorthand 202 (Gregg Shorthand Principles) . . . . .	.	.	.	.	16	4	4
Speech 202 (Parliamentary Law) . . . . .	.	.	.	.	32	1	1
Typewriting 201 (Typewriting Projects) . . . . .	.	.	.	.	32	3	3
<i>Total Semester Hours</i> . . . . .	.	.	.	.			33



## Third Year

## Name and Number of Course

	No. Weeks	Periods per Week	Semester Hours
Business 301 (Business Law) . . . . .	32	3	6
Education 301 (Educational Psychology) . . . . .	16	2	2
Education 305 (Blackboard Writing and Handwriting Methods) . . . . .	32	1	2
Education 308 (Women) (Physical Education) . . . . .	32	2	1
Education 308A (Men) . . . . .	16	2	2
Education 335 (Tests and Measurements in Business Education) . . . . .	16	3	3
Geography 306 (Elements of Geography) . . . . .	16	3	3
Geography 307 (Economic Geography) . . . . .	32	3	6
Shorthand 302 (Principles, Dictation, and Transcription) . . . . .	16	3	3
Sociology 301 (Principles and Problems of Sociology) . . . . .	32	1	1
Speech 302 (Speech Construction and Delivery) . . . . .	16	2	2

*Electives:* Select four semester hours, either A or B.

(A) Business 305 (Consumer Education) . . . . .	16	2	2
Business 306 (Distributive Education) . . . . .	16	2	2
(B) Business 307 (General Business Training) . . . . .	16	2	2
Education 324 (Guidance in Business Education) . . . . .	16	2	2
<i>Total Semester Hours</i> . . . . .			33

## Fourth Year

Economics 401 (Principles and Problems of Economics) . . . . .	24	2	3
Education 401 (History and Philosophy of Education) . . . . .	16	2	2
Education 402 (Practice Teaching) . . . . .	8	full time	6
Education 425 (Methods of Teaching Bookkeeping) . . . . .	16	2	2
Education 427 (Advanced Course in Lettering and Engrossing) . . . . .	16	1	1
Education 446 (Professional Ethics) . . . . .	16	1	1
Education 454 (Principles of Business Education) . . . . .	8	4	2
Education 456 (Women) (Procedures in Physical Education. Activities) . . . . .	24	2	1
Education 456A (Men) . . . . .	8	4	2
Education 461 (Secondary Education Principles and Methods) . . . . .	24	2	3
English 402 (Contemporary Literature) . . . . .			

**CURRICULUM**  
**Department of Business Education — Concluded**

<i>Name and Number of Course</i>	<i>No. Weeks</i>	<i>Periods per Week</i>	<i>Semester Hours</i>
Shorthand 401 (Secretarial Technique) . . . . .	16	4	3
Speech 401 (Dramatics, Debating, and Platform Oratory) . . . . .	16	2	1
<i>Electives: Select four semester hours, either A, B, or C.</i>			
(A) Accounting 401 (A Course of Problems) . . . . .	16	2	2
Accounting 402 (Auditing) . . . . .	8	4	2
(B) Education 426 (Teaching Geography in the Senior High School) . . . . .	16	2	2
Education 445 (Audio-Visual Aids to Teaching) . . . . .	8	4	2
(C) Education 428 (Methods of Teaching Gregg Shorthand) . . . . .	16	2	2
Education 429 (Methods of Teaching Typewriting) . . . . .	8	4	2
<i>Total Semester Hours</i> . . . . .			<hr/> 31



BUSINESS EDUCATION STUDENTS AT WORK



DESCRIPTION OF COURSES

ACCOUNTING

<b>Accounting 101</b>	Mr. Hardy	6 sem. hrs.
<b>Introductory Course</b>	Mr. J. A. Sullivan	

A study of the fundamentals of bookkeeping, including the preparation of balance sheets, income statements, ledger accounts, journals, trial balances, working sheets, adjusting and closing entries, and post-closing trial balances. A survey of all principles is provided in a practice set which covers the transactions of a particular business over a two-month period. The methods employed in making business papers and elements of the businessman's bank account are also studied. The entire bookkeeping cycle is then reviewed and consideration is given to special journals, special columns in journals, classifying accounts, depreciation, reserve accounts, accrued items, discounts, and correcting entries.

<b>Accounting 201</b>	Mr. Hardy	6 sem. hrs.
<b>Intermediate and Advanced Course</b>	Mr. Dexter	

A continued study of principles, including control accounts, adjustments, partnerships, the voucher system, corporations, and manufacturing accounts.

<b>Accounting 401</b>	Mr. Hardy	2 sem. hrs.
<b>A Course of Problems</b>	<i>Elective</i>	

Advanced problems based upon various business associations. Progress depends upon the power of the class. An introduction to cost accounting, including the process system, is part of the course.

<b>Accounting 402</b>	Mr. Hardy	2 sem. hrs.
<b>Auditing</b>	<i>Elective</i>	

The aim is to acquaint the student with the nature of auditing, auditing procedures, and kinds of audits. In addition to the theory, there are many problems whose purpose is to tax the resourcefulness of the student.

ART

<b>Art 101</b>	Mrs. Higgins	2 sem. hrs.
<b>Introduction to Art</b>		

The fundamentals of design, illustration, perspective, lettering, and poster work are taught in the studio period. The lecture period is devoted to illustrated talks which give the students an appreciation of the essential art principles of line, form, color, and texture.

<b>Art 201</b>	Mrs. Higgins	6 sem. hrs.
<b>Creative Art Activities</b>	<i>Elective</i>	

The art activities are based upon developing creative self-expression. A wide variety of media is employed, such as water colors, oil paints, tempera, scratch board, and chalk. Textile block printing is carried on after some basic design work. Exhibitions are arranged in the college and the training school. Field trips are scheduled to the galleries and shops where creative art work is on display.

<b>Art 401</b>	Mrs. Higgins	3 sem. hrs.
<b>Art Appreciation</b>	<i>Elective</i>	

The first half of the course deals with architecture and sculpture up to the Romanesque period. The remaining half stresses architecture, sculpture, and painting from the Middle Ages to modern times. The course analyzes the evolution of form in the separate arts and shows how new forms and types have developed as an expression of the culture of the present.



## BUSINESS

**Business 101** Mr. J. A. Sullivan 2 sem. hrs.

**Business Mathematics**

A review of fundamental operations, common fractions and billing, decimal fractions and percentage, interest, bank discount, mathematics of insurance, stocks and bonds, trade and cash discount, profit and loss, partial payments, installment buying, consignment sales, distribution of overhead and partnership profits, governmental budgets, pay roll and cash make-up, and individual income taxes. Some time is devoted to table work including such applications as compound interest, present value, and logarithms.

**Business 201** Mr. Hardy 2 sem. hrs.

**Business Organization**

The aim of this course is to give the student an understanding of business, its relation to our everyday lives, its procedures, some of its problems, and some of its major units. Much time is devoted to readings in current literature. Some attention is directed to money and banking.

**Business 301** Mr. Rockett 6 sem. hrs.

**Business Law**

The unit subjects of contracts, sales, negotiable instruments, partnerships, and business corporations; incidental treatment of the history and development of our present day law and judicial procedures.

**Business 305** Mr. Dexter 2 sem. hrs.

**Consumer Education**

*Elective*

This course aims to give the student practical information and training as a basis for more intelligent living. It strives to establish a sense of values by teaching wise money management, discrimination in buying, and the efficient consumer use of business services.

**Business 306** Mr. Dexter 2 sem. hrs.

**Distributive Education**

*Elective*

An analysis of the fundamentals of retail selling from the point of view of the merchant and salesperson. A study is made of distributive education courses as they operate in the modern secondary school. Store and school visits, and individual student selling experience provide bases for class application of principles.

**Business 307** Mr. Dexter 2 sem. hrs.

**General Business Training**

*Elective*

An integrated course, including elements of several business subjects, valuable as an exploratory and vocational guidance agent. Business knowledge, ideals, and attitudes that will help everybody participate in the modern business world result from the study of such topics as money, banking insurance, thrift, transportation, and communication.

## ECONOMICS

**Economics 401** Mr. Dexter 3 sem. hrs.

**Principles and Problems of Economics**

A study of the structure of the United States capitalistic system as it functions in current economic situations. The topics discussed are analysis of national income; the price mechanism; competitive and monopolistic firms; currency, credit, and banking; labor unions; the distribution of income among the factors of production. Newspapers and current materials are used for illustrative purposes.

**Economics 403**

Miss Cruttenden 2 sem. hrs.

**Principles of Economics**

A brief study of the following topics, necessary for a well-informed citizenry: personal and national incomes, business enterprises, labor unions, and money and credit in the capitalistic system. Current clippings are used for illustration and stimulation.

**EDUCATION****Education 101**

Mr. Harrigan 1 sem. hr.

**Fundamentals of Good Handwriting** Mr. J. A. Sullivan

A course designed to improve and develop personal writing ability through self-analysis and directed practice. Standard letter forms, both cursive and manuscript, are studied, and the recognized essentials of good handwriting are stressed.

**Education 202**

Mr. Harrigan 1 sem. hr.

**Fundamentals of Good Handwriting**

For description, see Education 101.

**Education 203**

Miss Driscoll 2 sem. hrs.

**Child Psychology**

This course aims to acquaint students with the growth of the child, physically, mentally, emotionally, and socially, from infancy through adolescence. The writing of anecdotal reports of individual children will grow out of observations in the training school and elsewhere.

**Education 301**

Mr. Hennessey 2 sem. hrs.

**Educational Psychology**

An organized study of human behavior which will enable the student to understand the motives and actions of his fellow men so that he will be better equipped to meet the problems of daily relationships. Psychological principles are applied to specific problems encountered on the senior high school level.

**Education 302**

6 sem. hrs.

**Practice Teaching**

For description, see Education 402, Elementary and Junior High School Course.

**Education 305**

Mr. J. A. Sullivan 2 sem. hrs.

**Blackboard Writing and Handwriting Methods**

For description, see Education 334.

**Education 308**

Miss Mackey 1 sem. hr.

**Physical Education**

A continuation of the work of the sophomore year together with a study of the program of physical education in the senior high schools. Stress is placed on leadership, and opportunity to coach and teach games is afforded.

**Education 308A**

Mr. Lowrey 1 sem. hr.

**Physical Education**

Methods of instruction and participation in a variety of activities and games; advanced corrective exercises; further direction in the field of leadership.

**Education 321**

Miss Wallace 1 sem. hr.

**Health Education**

A study of school health education comprising materials, activities, and teaching procedures. Emphasis is placed upon the teacher's part in the health guidance of the school child.

**Education 324** Miss Keily 2 sem. hrs.  
**Guidance in Business Education** *Elective*

The principles and problems of educational and vocational guidance and their application in junior and senior high school courses. The needs, interests, and abilities of the pupils are explored.

**Education 329** Miss Wallace  
**Theory of Physical Education. Activities** Miss Whitcomb 1 sem. hr.

A continuation of physical activities together with a study of the program of physical education in the elementary and junior high schools. A survey is made of the theory of physical education as it applies to the teaching of activities appropriate for use in the elementary and junior high school grades.

**Education 329A** Mr. Lowrey 1 sem. hr.  
**Theory of Physical Education. Activities** Miss Wallace

A consideration of the physical education program in the first nine grades. Advanced activities embodying a proper stress on the theory of physical education.

**Education 330** Mr. Clifford 2 sem. hrs.  
**Elementary School Music**

The theory and practice of school music teaching. Lectures, demonstration, and practice teaching in the classroom and in the training school are planned to develop security in guiding a fivefold music program.

**Education 331** Mr. Clifford 2 sem. hrs.  
**Junior High School Music**

The theory and practice of teaching music in grades seven through nine. Emphasis is on student competence in organizing the vocal work and the music appreciation used in the general music class. Practice teaching in the training school.

**Education 332** Mrs. Higgins 2 sem. hrs.  
**Elementary School Art**

Problems are carried out in design, color, lettering, illustration, perspective, mural painting, and three-dimensional work. Projects are planned for the different grade levels, based on the integrated subject matter of the grades to which the students will be assigned during their practice teaching period in the training school.

**Education 333** Mrs. Higgins 2 sem. hrs.  
**Junior High School Art**

Creative art is emphasized in design which is applied to block printing, textile painting, finger painting, leather and metals, painting of murals, and other illustrations. Art activities are based upon ideas developed in social studies, literature, music, and other subjects. Field trips to museums are arranged.

**Education 334** 12 sem. hrs.  
**Curriculum Materials**

*General Teaching Methods* Mr. Moody  
 Mr. Rikkola

This is an integrated course which precedes practice teaching. Its purpose is to prepare the student for his first experiences in teaching. It includes social objectives in education; the teacher as a social being; principles of study; use and selection of textbooks; selection and organization of subject matter under the unitary approach; lesson types; questioning; and lesson planning. (3 sem. hrs.)



*Handwriting*

Mr. Harrigan

The ability to write good blackboard copy is a very tangible teaching asset. The course seeks to develop this ability through actual supervised practice on the blackboard. A study is made of the types of copy used in the various grades, and emphasis is placed on arranging work, and writing in a straight line. Methods of teaching handwriting, conducting remedial work, and correlation are also included. (1 sem. hr.)

*Language Arts*

Miss Driscoll

This course presents the areas generally considered in a language arts program: speech, listening, communication, basic skills in correct usage, and creativity in oral and written expression. (2 sem. hrs.)

*Mathematics*

Miss Stone

Selection, grade placement, and organization of subject matter; adaptation of drill and other learning procedures to individual differences; the place of mathematics in the integrated program; collection and use of teaching materials; techniques for developing concepts and understanding of mathematical principles; testing and remedial procedures. (2 sem. hrs.)

*Reading*

Miss Driscoll

The objective is to acquaint students with established procedures in the teaching of reading. The following topics are considered: reading readiness; basic attitudes, habits, and skills; common causes of reading difficulties; the purpose of a remedial reading program; and orientation to the recognized basic reading systems. (2 sem. hrs.)

*Science*

Mr. Collins

Mr. J. B. Sullivan

Topics considered: valid objectives for science; philosophy of science education; sources of materials; organization of materials; correlation of science; principles and practices of audio-visual aids; analysis of science readers; and lesson planning in science. (1 sem. hr.)

*Social Studies*

Mr. Kiefer

Miss Mrose

The history and geography parts of the curriculum materials course are based upon the development of major units of work. Emphasis is placed on the particular activities suitable for the teaching of these social studies at the elementary and junior high school levels, and on the texts and materials necessary to the work. (1 sem. hr.)

**Education 335**

Mr. Hennessey

2 sem. hrs.

**Tests and Measurements in Business Education**

Elementary statistical procedures; functions and forms of measuring in education; specific tests and materials for business education; uses of testing results.

**Education 401**

Mr. Rockwell

2 sem. hrs.

**History and Philosophy of Education**

An overview of the history of education from primitive types to the systems in vogue in the United States today. A study of the growth of educational practices in Europe and their transition to America. Emphasis is placed on the underlying philosophy which influenced the development of various educational trends.

**Education 402**

6 sem. hrs.

**Practice Teaching***Elementary and Junior High School Course*

Sixteen weeks are spent in the Horace Mann Training School, located on the campus. The work is divided so that eight weeks come during the junior, and eight during the senior year. Opportunity is thus afforded to train in two grades.





PRACTICE TEACHING



The student begins by observing demonstration lessons given by the supervisor. Lesson plans are developed and soon the student is actually teaching. At first this consists merely of easy drill, but gradually more difficult types of work are attempted. Individual and group conferences, based on written criticisms which the students receive, are held frequently. Each student keeps a register, and makes an effort to solve classroom problems without help.

### *Business Education Course*

All seniors in the business education department are assigned to selected public high schools for an eight-week period of observation and cadet teaching. They are supervised continuously by the regular high school teachers and their work is periodically appraised and evaluated by members of the business education department instructional staff.

**Education 425** Mr. Hardy 2 sem. hrs.

### **Methods of Teaching Bookkeeping**

Techniques of instruction in elementary and advanced bookkeeping; background of subject; aims of instruction; place and scope of bookkeeping in the high school curriculum; suggested sequences of subject-matter presentation; use of practice sets; standard bookkeeping tests.

**Education 426** Miss Berman 2 sem. hrs.

### **Teaching Geography in the Senior High School** *Elective*

A survey of geography courses taught in high schools; a comparison of high school texts; selection of maps; use of current material; lesson planning.

**Education 427** Mr. Harrigan 1 sem. hr.

### **Advanced Course in Lettering and Engrossing**

A course in effective pen lettering suitable for use in diploma filling, making of resolutions, honor rolls, etc. Practice is given in various styles of text lettering and engrosser's script.

**Education 428** Miss Smith 2 sem. hrs.

### **Methods of Teaching Gregg Shorthand** *Elective*

Designed to give students a background for the use of the two most commonly accepted methods of teaching Gregg Shorthand; to acquaint them with textbooks and sources of dictation materials; and to give some information about prognostic and diagnostic tests which will help them analyze the results of their teaching and, where indicated, apply the necessary remedies.

**Education 429** Miss Witham 2 sem. hrs.

### **Methods of Teaching Typewriting** *Elective*

Fundamentals of skill learning as applied to typewriting and techniques for directing the study of the subject; diagnosis of common errors; remedial teaching drills; testing; grading; selection of textbooks; and correlation of transcription in the typewriting class.

**Education 445** Mr. Geer 2 sem. hrs.

### **Audio-Visual Aids to Teaching** *Elective*

An overview of the auditory and visual media available to the modern teacher for the enrichment of classroom instruction. Radio, transcriptions, moving pictures, and lantern slides are applied to lesson development. Opportunity is afforded for the operation of projectors, the making of slides and charts, and the compilation of data on audio-visual materials.

**Education 446** Miss Keily 1 sem. hr.

### **Professional Ethics**

An attempt is made to analyze the character and personality of the ideal college student. The need for careful self-analysis is demonstrated, and emphasis is placed on such significant factors as good thinking habits, leadership, and social adaptability. The importance of correct professional attitudes and conduct is stressed.

<b>Education 450</b>	Mr. Hennessey	2 sem. hrs.
<b>Educational Psychology</b>	Mr. Moody	

The treatment stresses the applications of principles of psychology to problems of teaching, individual adjustment, and guidance, with particular reference to the elementary and junior high school age groups. Topics considered: principles of learning, motivation, attention and interest, efficiency of learning, transfer of training, individual differences, growth and measurement of intelligence, mental health, behavior problems, and personality adjustments.

<b>Education 451</b>	Miss Keily	2 sem. hrs.
<b>Principles of Guidance</b>		

The student is encouraged to develop such traits of character and personality as will lead to social and professional success. Studies are made of the techniques by which this information is imparted, so that the prospective teacher may be adequately equipped for the educational, social, and vocational guidance of future pupils.

<b>Education 453</b>	Miss Driscoll	2 sem. hrs.
<b>Children's Literature</b>		

This course aims to present standards for selecting literature for school children, to acquaint the student with material in the field, and to evaluate material in the light of established standards and present-day trends.

<b>Education 454</b>	Mr. Jeffery	2 sem. hrs.
<b>Principles of Business Education</b>		

The origin, development, and present status of business education in the United States; occupational training programs; curriculum trends and problems; a general survey of high school business education; development of courses of study; relation of the business teacher to the administrator and supervisor.

<b>Education 456</b>	Miss Mackey	1 sem. hr.
<b>Procedures in Physical Education. Activities</b>	Miss Wallace	

Techniques in sports, and individual and group activities. Opportunities are provided for coaching and supervising team contests.

<b>Education 456A</b>	Mr. Lowrey	1 sem. hr.
<b>Procedures in Physical Education. Activities</b>		

Coaching techniques, with particular emphasis on the major sports. An attempt is made to discover and develop individual aptitudes. Leadership and team play are objectives of the course.

<b>Education 458</b>	Miss Munyan	1 sem. hr.
<b>Home Economics</b>		

An introductory course in home economics, aimed to help the student in her personal living, to provide suggestions that she can use as a classroom teacher in the promotion of worthy home membership, and to give information that will be useful to her as a future homemaker. Units touch on consumer buying of foods and clothing, a survey of modern trends in home planning, a study of what constitutes a good home, and development of understandings of basic nutritional needs and how to meet them. A limited amount of actual laboratory work is included.

<b>Education 459</b>	Mr. Hennessey	2 sem. hrs.
<b>Tests and Measurements</b>		

A survey course in tests and measurements given from the standpoint of the needs of the classroom teacher. Emphasis is on the place of testing in diagnosis, guidance, and evaluation of progress of individuals and classes. Topics considered: scope of measurement; selection of tests; relation of standard tests to teachers' tests; study of simple statistics and graphs as a means of interpreting test scores.

**Education 460** Miss Driscoll 2 sem. hrs.  
**Junior High School Literature**

The course aims to acquaint junior high school students with the vast wealth of literature available for children of junior high school age. It covers the history of children's literature, and places considerable emphasis on contemporary books, their authors, and illustrators.

**Education 461** Mr. Jeffery 2 sem. hrs.  
**Secondary Education Principles and Methods**

The evolution of secondary education in the United States; its present-day essential purposes, organization, and types of programs; current methods and practices of secondary school teaching; diagnosis of learning difficulties; assignments; lesson plans of various types; class management; and the evaluation of learning outcomes.

**Education 462** Mr. Amsler 1 sem. hr.  
**Elementary School Handwork**

A course designed to teach the place of handwork in our elementary school curriculum. Emphasis is given to the use of tools; a knowledge of materials and their manipulation; and how these are employed to enrich elementary school teaching.

**Education 463** Mr. Amsler 1 sem. hr.  
**Arts and Crafts**

An attempt to provide the knowledge and skills necessary to establish a recreational arts and crafts program at a school, summer camp, or playground.

## ENGLISH

**English 101** Miss Burnham Miss Hall 6 sem. hrs.  
**Composition and Literature** Miss Casey Miss Jones

The basic aims are to teach students to write clear and correct English, and through wide reading, to increase their knowledge and appreciation of various literary types.

**English 103** Miss Hall 6 sem. hrs.  
**Creative Writing** *Elective*

The aim is to promote initiative in self-expression. Students are encouraged to develop original ideas, inclinations, and preferences in working out their writing problems. The reading of selected literature stimulates suggestions for the adoption of effective stylistic techniques and devices. Individual conferences and constructive, helpful criticism are essential elements of the working procedure of the course.

**English 201** Miss Burnham Miss Casey Miss Hall 6 sem. hrs.  
**A Survey of English and American Literature** Miss Jones

A study of the literature of England and America in sequences of literary periods. Detailed analysis is made of certain types whose thought, idealism, and human interest are certain to enrich cultural and professional background. The course comprises outside reading, oral and written reports, discussions, and lectures.

**English 202** Miss Burnham 6 sem. hrs.  
**World Classics** *Elective*

Representative books written during the great periods of literary and intellectual development are read in their entirety. Emphasis is on the contributions of the Western world to our heritage.



**English 304** Miss Jones 6 sem. hrs.  
**Contemporary Literature** *Elective*

Trends in the drama, fiction, poetry, and nonfiction of English and American authors since 1914 are analyzed. The course is designed to develop understanding and critical judgment of contemporary literature.

**English 401** Miss Burnham 6 sem. hrs.  
**Shakespeare** *Elective*

A study of the major chronicle plays, comedies, and tragedies, interpreted against the background of the Elizabethan Age. Shakespeare is studied as both poet and dramatist.

**English 402** Miss Jones 3 sem. hrs.  
**Contemporary Literature**

The major trends in drama, fiction, and poetry of English and American authors since 1914 are analyzed. The basic aim of the course is to develop an appreciation for contemporary literature.

## FRENCH

**French 101** Mr. Rockett 6 sem. hrs.  
**Grammar, Composition, and Translation** *Elective*

A study of French grammar in conjunction with oral and written composition; reading and classroom discussion of plays and stories.

**French 201** Mr. Rockett 6 sem. hrs.  
**Composition, Reading, and Conversation** *Elective*

Advanced composition based on French texts; dictation and conversation; reading of modern and classical authors. The course is designed to give the student practice in writing and speaking the language and to enable him to read easily and absorb the contents of the texts.

**French 301** Mr. Rockett 6 sem. hrs.  
**Written and Oral Expression** *Elective*

A thorough review of French grammar with particular emphasis on the most difficult constructions; drill in the use of idioms; translation of texts dealing with French life and customs as well as with the geography and history of France.

**French 401** Mr. Rockett 6 sem. hrs.  
**Contemporary French Theater and Novel** *Elective*

A study of prewar and postwar tendencies with particular emphasis on plays and novels; oral and written reports.

## GEOGRAPHY

**Geography 103** Miss Mrose 6 sem. hrs.  
**Fundamentals of Earth Science** *Elective*

A basic course for those interested in geography and science. A study is made of the phenomena in the natural world in which we live: rocks and minerals, volcanoes, earthquakes, mountain-building, streams, ground water, waves and ocean currents, glaciers, wind action, weather, and fossils. Throughout the course emphasis is directed to the location and interpretation of these phenomena on maps, pictures, and diagrams.

**Geography 201** Miss Berman 6 sem. hrs.  
**Principles of Geography** Miss Flanders

This course is basic for advanced continental and economic geography studies. It explains the influence on man's life of contrasting climate features, of diverse land and water forms, and of various elements of location. A background of mathematical geography precedes the study of climate regions.



**Geography 306** Miss Berman 3 sem. hrs.

**Elements of Geography**

A study of the various environmental factors such as relief, climate, and natural resources that form the physical basis of society.

**Geography 307** Miss Berman 3 sem. hrs.

**Economic Geography**

Man's utilization of the major economic resources of the earth in relation to geographic regions and world patterns; development and relation of commercial areas to location and availability of resources, markets, and transportation routes. The relations of the productive occupations to the physical factors of environment are stressed throughout the course.

**Geography 308** Miss Flanders 6 sem. hrs.

**Geography of Eurasia** *Elective*

Studies are made of the contrasts physically and economically dominating this great land mass. Political divisions are examined, and emphasis is placed on relationships within the continent and with other world areas.

**Geography 309** Miss Flanders 3 sem. hrs.

**Geography of North America** Miss Mrose

The outstanding geographic regions of North America. An intensive study of types of occupancy particularly in the United States, as shown in selected agricultural and urban areas.

**Geography 405** Miss Berman 2 sem. hrs.

**Geography of the Southern Continents** *Elective*

A study of the principal geographic regions of the southern continents with particular emphasis on Latin America and Africa.

**Geography 406** Miss Berman 4 sem. hrs.

**Economic Geography** *Elective*

Selected raw materials and foodstuffs are studied in their relation to production, manufacturing, and commerce. The development of modern means of transportation, as influenced by geographic factors and as related to world trade, is included in the course. Emphasis is on the United States.

## HISTORY

**History 101** Mr. Hennessey 6 sem. hrs.

**World History** Miss McGlynn 4 sem. hrs. (Com'l)  
Mr. Silva

Efforts are made to present a clear, connected, concise narrative of the history of civilization from ancient times to the present, stressing and interpreting social, cultural, economic, and political developments.

**History 201** Mr. Kiefer 3 sem. hrs.

**Advanced United States History** Miss McGlynn 2 sem. hrs. (Com'l)

This course covers at a college level the history of our country from the time of the first European explorers until the present. The major emphasis is on the knowledge of historical fact necessary to intelligent understanding of present-day American economic, social, and political problems. Students are expected to become familiar with the standard reference materials in the field.

**History 202** Mr. Kiefer 3 sem. hrs.

**United States Constitutional Government** Miss McGlynn 2 sem. hrs. (Com'l)

The origins of the political institutions of the United States; the federal constitution and its interpretation; the structure and functions of the national government; the origin and content of the Constitution of the Commonwealth of Massachusetts; and the structure and functions of state and local government agencies.

<b>History 301</b>	Miss Cruttenden	6 sem. hrs.
<b>International Affairs</b>	<i>Elective</i>	

A study of outstanding current happenings in the field of international relations, with special emphasis on historical background and recent developments. Such institutions as nationalism, socialism, imperialism, and internationalism are studied to the extent that they are helpful in understanding the present.

## LOGIC

<b>Logic 201</b>	Mr. Lowrey	3 sem. hrs.
<b>Principles of Minor Logic</b>		

A study of the science of correct thinking; the canons and criteria of right reasoning. Specific personal and educational problems are considered and interpreted with a view to guiding the student toward a practical and intimate application of logic principles.

## MATHEMATICS

<b>Mathematics 102</b>	Mr. Silva	6 sem. hrs.
<b>College Algebra</b>	<i>Elective</i>	

Linear and quadratic equations; variation; sequences; mathematical induction; permutations; combinations; determinants; complex numbers; theory of equations.

<b>Mathematics 104</b>	Miss Stone	3 sem. hrs.
<b>Introduction to Mathematics</b>		

An effort is made to develop mature concepts of our number system, genuine understanding of the principles underlying computation procedures, greater versatility in the use of the tools of mathematics, historical background necessary for the appreciation of the contributions of arithmetic, and a working knowledge of the consumer mathematics needed for economic competence.

<b>Mathematics 204</b>	Mr. Silva	6 sem. hrs.
<b>Trigonometry and Analytic Geometry</b>	<i>Elective</i>	

Functions of angles; solution of right and of oblique triangles; general formulas and logarithms. The study of Cartesian co-ordinates, straight line, circle, parabola, ellipse, hyperbola, polar co-ordinates, transformation of co-ordinates, tangents, and normals.

<b>Mathematics 302</b>	Mr. Silva	6 sem. hrs.
<b>Calculus</b>	<i>Elective</i>	

The meaning of derivatives; the value and development for formulas and their application to problems involving slopes, rates, velocities, etc.; the meaning and use of integration.

<b>Mathematics 402</b>	Mr. Silva	6 sem. hrs.
<b>The Mathematics of Finance</b>	<i>Elective</i>	

The following topics are included: review of logarithms, progressions, binomial theorem; simple interest and simple discount; compound interest; simple annuities certain; amortization and sinking funds; valuation of bonds; depreciation and capitalization; general annuities; life annuities; life insurance; reserves, asset shares, and dividends.

## MUSIC

**Music 101** Mr. Clifford 2 sem. hrs.  
**Nature and Significance of Music**

Review of singing skills and elements of theory used in the elementary school program. Musical forms and instruments of the symphony orchestra are illustrated and discussed.

**Music 201** Mr. Clifford 6 sem. hrs.  
**Human Values in Music** *Elective*

An examination into the aesthetics of music, its influence on the peoples of various lands and periods, and its correlation with the other arts.

**Music 401** Mr. Clifford 3 sem. hrs.  
**Survey of Music** *Elective*

An extension of the music experiences begun in Music 101; simple piano accompaniment, playing rhythm band instruments, listening activities, creative music, and program-making are skills developed through student participation.

## OFFICE PRACTICE

**Office Practice 201** Miss Smith 3 sem. hrs.  
**Procedures, Office Machines, Filing**

A course in the fundamental principles governing the operations of such office machines as duplicators, calculators, adding-listing machines, dictating and transcribing machines, and the slide rule. Part of the time is devoted to the study and practice of various methods of filing. Some time is also spent on the methods and organization of such a course for the high school.

## PHYSICAL EDUCATION

**Physical Education 101** Miss Mackey 1 sem. hr.  
**Activities** Miss Whitcomb

A foundation course embracing all important phases of physical education. Special attention is paid to individual needs, as determined by physical examinations given upon admission. Game skills, team games, physical fitness instruction, and modern dance technique are stressed. Hygiene is an integral part of the course.

**Physical Education 101A** Mr. Lowrey 1 sem. hr.  
**Activities**

General gymnasium work, including corrective and remedial exercises, marching tactics, group contests, sports, and games.

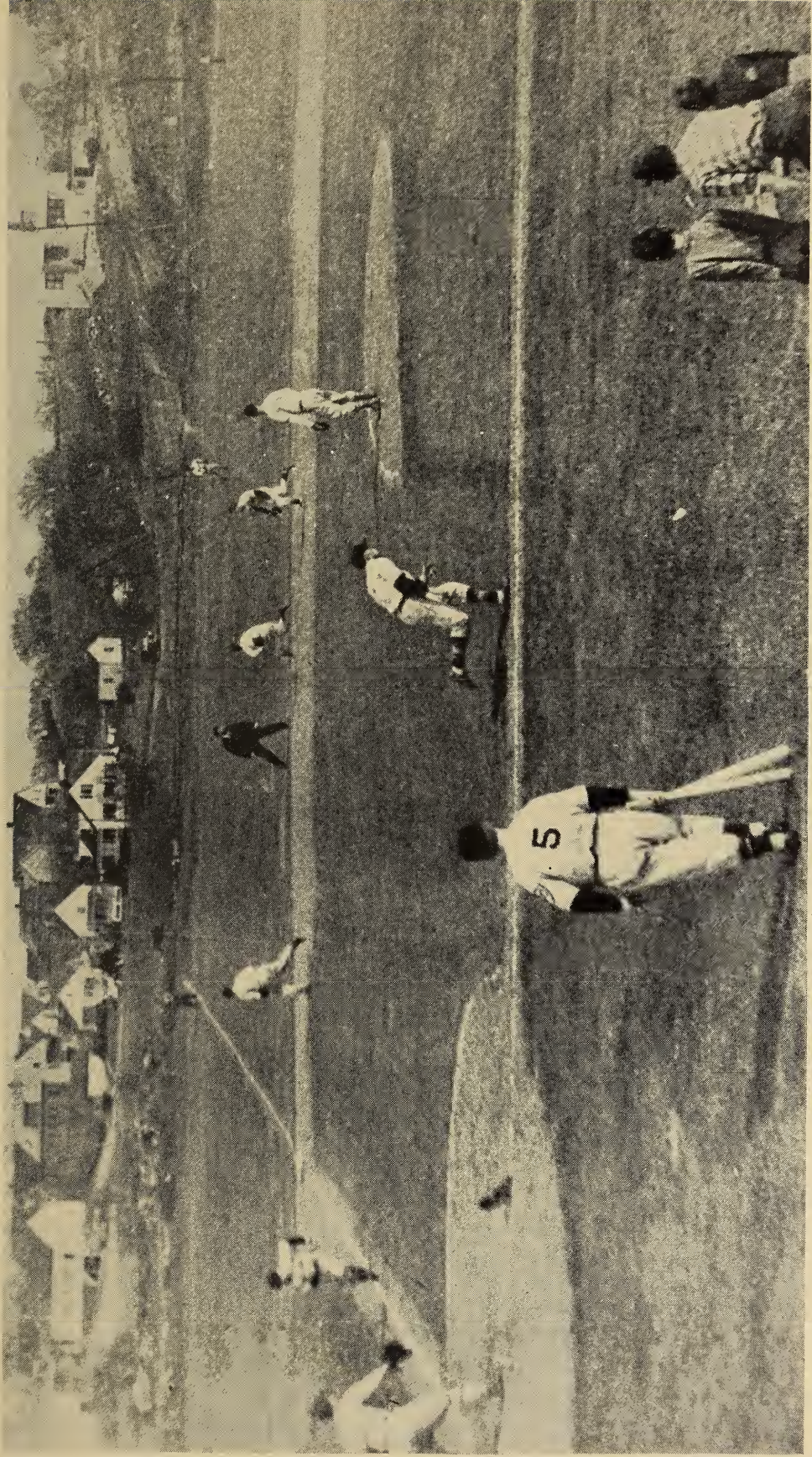
**Physical Education 201** Miss Mackey 1 sem. hr.  
**Activities** Miss Whitcomb

Emphasis is placed on activities which are of especial benefit to the student and which have a carry-over value into adult recreational life. An effort is made to improve skills. Opportunities are provided to develop powers of leadership.

**Physical Education 201A** Mr. Lowrey 1 sem. hr.  
**Activities**

An intensification of the program of the freshman year with particular stress on major sports. Attention is directed toward those qualities which characterize the successful teacher of physical education.





HOME RUN?



## PSYCHOLOGY

**Psychology 101**

Mr. Rockwell

3 sem. hrs.

**General Psychology**

An approach to the understanding of individual behavior. The main objective is to explore the nature and the importance of the adjustment of the individual to his social environment. Means are sought by which human behavior may be changed to share and to contribute to the social environment. The worth of the individual is emphasized, but the happy and intelligent participation of the individual in social institutions is the real measure of his success and value as a citizen.

## SCIENCE

**Science 101**

Mr. Hilferty

4 sem. hrs.

**Biological Science**

Mr. J. B. Sullivan

A systematic study of the plant and animal kingdoms together with typical examples of the important groups of each, both in the laboratory and in the field. Significant biological principles are developed along with this study. In so far as time permits, consideration is also given to other aspects of biology such as the physiology and anatomy of man, embryology, heredity, and the theory of organic evolution.

**Science 102**

Mr. Geer

4 sem. hrs.

**General Science**

A course designed to fit the needs of students who have had relatively little training in science in secondary schools. Although emphasis is placed upon the applications of science to the fields of industry and commerce, the avocational values of science study are not minimized. Instruction is adequately enriched by demonstrations, the use of visual aids, and field trips. Some outside reading and reports are prescribed.

**Science 201**

Mr. Collins

4 sem. hrs.

**Physical Science**

Mr. Geer

A study of the broad field of the physical sciences, touching those phases of chemistry, astronomy, and physics in which inhere definite cultural values. Lecture-demonstrations and audio-visual aids are liberally employed. Students are expected to supplement study of the text with outside reading and to show an alertness for current illustrative material.

**Science 202**

Mr. J. B. Sullivan 6 sem. hrs.

**Nature Study***Elective*

Intended to provide information about and contact with trees, flowers, birds, insects, gardens, and any other nature forms which enable the student better to appreciate his environment. In addition to building up background in the subject, correct habits are established for self-study in the field.

**Science 305**

Mr. Collins

6 sem. hrs.

**Problems in Physical Science***Elective*

This course is concerned primarily with enrichment of instruction at all grade levels in such units as light and optical instruments; constellation, planet, and star study; magnetism and electricity; sound and communication; and others, time permitting. There is opportunity to acquire confidence in the use of laboratory equipment and in setting up equipment for science experiences.

**Science 401**

Mr. J. B. Sullivan 6 sem. hrs.

**Economic Biology***Elective*

A survey is made of the plant and animal world with emphasis on those findings of biological science which bear vitally on human existence, such as deal with food problems, with health and disease, etc. Opportunity is given for research on important aspects of biological science which are of practical value.



<b>Science 403</b>	Mr. Collins	6 sem. hrs.
<b>Advanced Physical Science</b>	<i>Elective</i>	

This course is offered to those who are particularly interested in the physical sciences, and who wish to establish a thorough background for later study or secondary school teaching. Such significant topics as electricity and communications, energy, light and radiation, astronomy, etc. are given fuller treatment than is possible in the survey courses taken earlier in the student's program. Instruction is enriched with outside reading, some laboratory work, and several field trips to noted observatories, power plants, and places of scientific research.

## SHORTHAND

<b>Shorthand 202</b>	Miss Smith	4 sem. hrs.
<b>Gregg Shorthand Principles</b>	Miss Witham	

A beginner's course in the principles of Gregg shorthand. Instruction is augmented by frequent reading and writing exercises.

<b>Shorthand 302</b>	Miss Smith	6 sem. hrs.
<b>Principles, Dictation, and Transcription</b>	Miss Witham	

Advanced study with a view toward complete mastery of the principles of Gregg shorthand. Students achieve ability to take dictation at the rate of 80 words a minute and to transcribe notes rapidly and accurately.

<b>Shorthand 401</b>	Miss Smith	3 sem. hrs.
<b>Secretarial Technique</b>	Miss Witham	

Further development of ability to take shorthand notes. A speed of 100 words a minute is required and transcription must be fast and accurate. Appropriate information is given for the performance of other secretarial duties.

## SOCIOLOGY

<b>Sociology 301</b>	Miss Cruttenden	3 sem. hrs.
<b>Principles and Problems of Sociology</b>		

A study of the social principles which control group life and produce the various cultures, to the end that a better understanding may be had of the inter-relationships of individuals and groups. Short research papers are required.

<b>Sociology 401</b>	Miss Cruttenden	3 sem. hrs.
<b>Principles and Problems of Sociology</b>		

For description, see Sociology 301.

## SPEECH

<b>Speech 101</b>	Miss Hoff	1 sem. hr.
<b>Fundamentals of Good Speech</b>		

An effort to develop greater efficiency in oral expression by the elimination of common speech errors and undesirable mannerisms. The real objective of speech training and the basic factors constituting correct speech are first carefully considered. The classroom then becomes a laboratory where students are given opportunity to improve their speech by corrective drills and by individual presentation before the class of various speech assignments, subject to the helpful criticism of the group. Whenever necessary, special attention is given to individual cases to bring them up to the standard of the class.

**Speech 202** Mr. Rockett 1 sem. hr.  
**Parliamentary Law** Mr. J. A. Sullivan

The purpose is to familiarize students with all motions commonly used in a deliberative assembly, to afford them an opportunity to exemplify these motions in the classroom, and to prepare them for active participation in meetings during college life and thereafter.

**Speech 302** Miss Hoff 1 sem. hr.  
**Speech Construction and Delivery**

Planned to provide practical training in the preparation and delivery of various types of speeches; to teach platform courtesy and procedure; to present standard procedures in formal and informal panel discussions; to give facility in the organization and presentation of classroom material; to acquaint the student with the mechanics of correct phonetic production; to eliminate defects in voice and posture; and to develop in the student the ability to speak and read easily, confidently, and forcefully. The course strives to promote the professional use of content by the student teachers in the speech education of children.

**Speech 401** Miss Hoff 1 sem. hr.  
**Dramatics, Debating, and Platform Oratory**

This course is concerned with oral interpretation of literature; dramatics comprising school programs; practical debate, discussion, leadership, and methods; platform work; and simple techniques of interviewing. The course strives to promote the professional use of content by the student teachers in the speech education of children.

## TYPEWRITING

**Typewriting 101** Mr. J. A. Sullivan 4 sem. hrs.  
**Foundation Course for Beginners** Miss Witham

Correct typewriting techniques are emphasized as a foundation for accuracy and skill. Practice is given in arranging business letters, addressing envelopes, using carbon, copying from rough drafts, making simple tabulations, and in other exercises involving typewriting of practical business materials. Accuracy and speed tests are administered weekly.

**Typewriting 201** Mr. Dexter 3 sem. hrs.  
**Typewriting Projects** Miss Witham

Practice on all makes of typewriters and a thorough understanding of their parts and operation. Advanced typewriting problems involving difficult tabulations, preparation of manuscripts, legal forms, the making of master copies, stencil cutting, and other exercises requiring the use of vocational typewriting skill. Practice in transcription from shorthand plates is provided.

## **STUDENT ORGANIZATIONS**

### **The Arts and Crafts Club**

This club encourages creative work in water color and oil painting. Fashion drawing can be studied by those students who are interested in this type of art work. The craft activities include: block printing, leatherwork, metalcraft, clay modeling, plaster casting, tray and textile painting. Field trips are planned to the museums, artisan shops, and galleries.

### **Association of Childhood Education**

This is a branch of the National Association for Childhood Education, but more particularly, it has been accepted as the student branch of the North Shore Council of the association. It is open to all students of the elementary department. Members are invited to participate in the five meetings of the association which are held at various schools on the North Shore. This association affords the students an opportunity to familiarize themselves with the organization of the teachers in service, to visit schools of different types, and to meet the teachers and principals in many systems.

### **Book Club**

The book club has as its purpose the promotion and stimulation of interest in good books, both modern and classic, and in all matters of literary importance. A club project is the buying and building up of a permanent library of recordings of poetry readings by living American and English poets, which are intended to benefit not only the book club but the entire student body. Another project is the keeping of a literary scrap book which will be of permanent usefulness. Frequent guest speakers, panel discussions of favorite books and authors with active membership participation, occasional field trips to nearby literary shrines—all contribute to the social as well as the cultural advantages of the organization.

### **The John Burroughs Club**

Opportunities are presented to all students who have a real desire to further their interest in the field of natural science. Special attention is given to carrying out individual and group projects in nature study which should prove both interesting and beneficial to the participants. Field trips are taken in the spring and fall. A few social functions make for better acquaintance among the members.

### **The Business Education Council**

This is the executive organization of the students enrolled in the business education department. The members are chosen by election, three from each of the four classes. The council takes cognizance of all activities of interest to business education students, arranges for special lectures, demonstrations, business machine exhibits, the showing of visual aids dealing with business education and similar activities. It endeavors to be a functioning service club in business education. The council sponsors an annual banquet for the students of the department.

### **Camera and Audio-Visual Club**

Besides providing, with its excellent darkroom facilities, an opportunity to process all types of pictures and lantern slides and to learn to use the principal kinds of cameras, the club affords students the means of attaining proficiency in the care and operation of such audio-visual devices as motion-picture projectors, slide projectors, recorders, playbacks, and AM and FM radios. Each year field trips are sponsored, some in association with other clubs. In getting pictures for publicity purposes the club co-operates closely with such groups as The Log and yearbook staffs and the public relations committee.



### **College Choir**

A selective group of mixed voices. The choir presents chapel music, sings at special school functions, and is responsible for the musical portions of graduation ceremonies. Rehearsals are held weekly.

### **The Co-operative Council**

Many matters pertaining to the general welfare of the college are referred for consideration to the co-operative council which meets biweekly. This is a democratic body, consisting of the president of the college, three members of the faculty, and representatives chosen by each class division and participating group. The council was organized primarily to give students a voice in the management of the institution, and a share in the responsibility for its success.

### **Dramatic Club**

An organization to develop student talents. There are opportunities for experience in directing, make-up, and stage management. In addition to the bimonthly meetings, the annual program includes an initiation banquet to receive freshmen; a Christmas play; a three-act play; and a farewell party.

### **Earth Science Club**

Membership is open to all students of the college interested in exploring and understanding the wonders of nature. The program includes field trips to local quarries for purposes of mineral-collecting and rock-collecting; visits to places of geological interest; talks by guest speakers; compiling and furnishing earth science teaching aids to in-service teachers; and a get-together supper prepared and served by the members. A three-day field trip is scheduled for each annual May vacation.

### **Glee Club**

A general group, meeting weekly to rehearse music for women's voices. The glee club presents concerts for the student body, sings programs for outside organizations, and plans for radio appearances and public concerts.

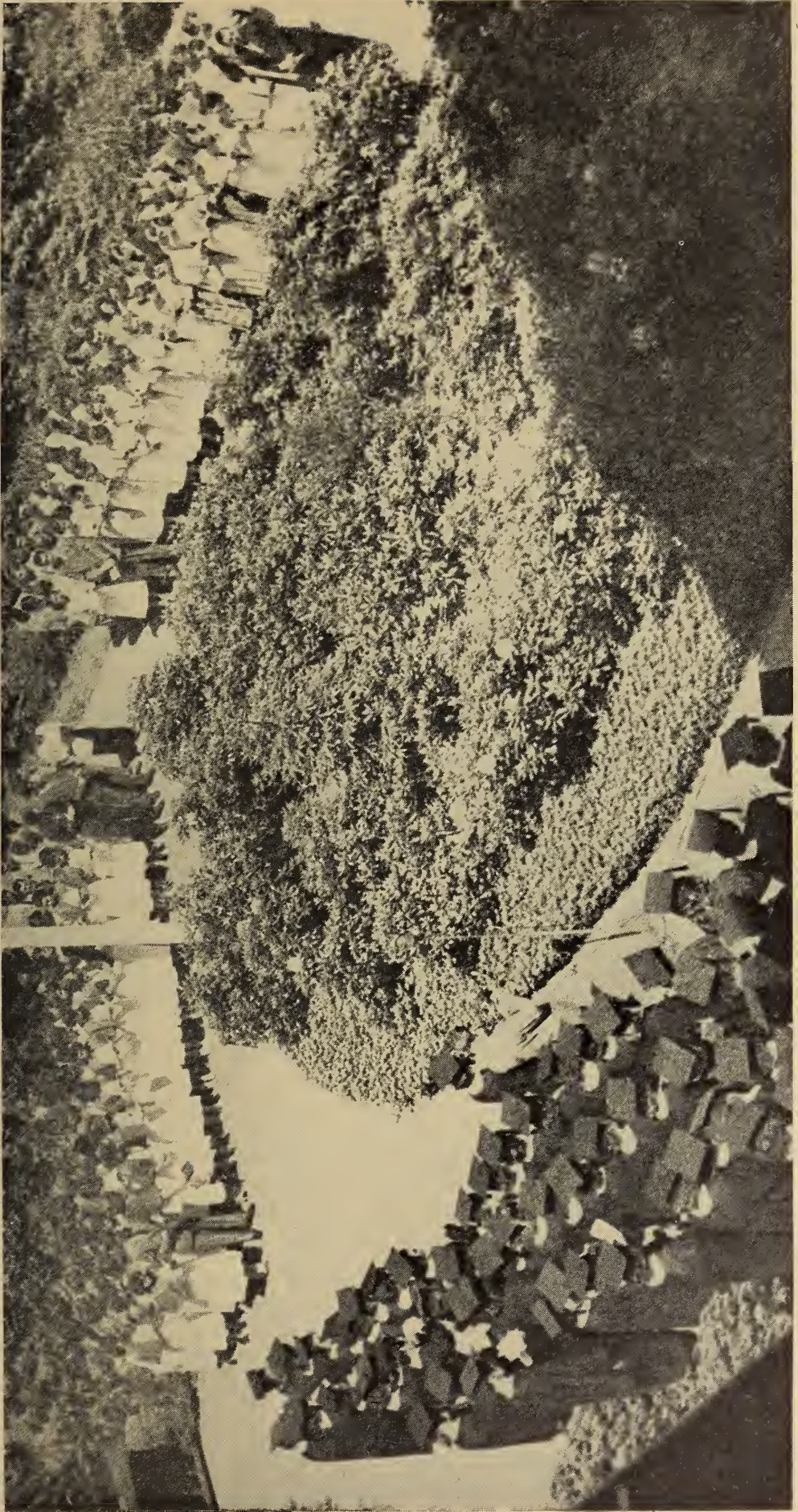
### **The International Relations Club**

This club is open to all students interested in discussing and studying current international situations. It often sponsors talks by foreign students and shows interesting films. In the fall, delegates attend a regional conference where they join delegates from New England and Canadian colleges in panel reviews of current world problems. The Carnegie Foundation, which originally launched these clubs, furnishes outstanding speakers who contribute greatly to the success of the meetings.

### **The Log**

The college newspaper, published monthly, offers opportunity for broad student experience in journalism. News classes are conducted early in the college year for those who desire to become members of the staff, or who wish to prepare for a school newspaper advisership. The Log is a member of the Associated Collegiate Press and a charter member of the Association of Massachusetts Teachers College Publications.





CLASS DAY



### **Men's Athletic Association**

The primary object of the Men's Athletic Association is to foster a spirit of fraternity. Membership is automatic upon payment of the blanket fee regardless of whether or not the individual participates in varsity sports. The association belongs to the New England Teachers College Athletic Conference which has organized permanent basketball and baseball leagues.

### **Pitman Debating Society**

This organization provides opportunity for students to develop their public speaking abilities through club, radio, intramural and intercollegiate debates. The emphasis is on widespread participation rather than on intensive work for a few.

### **Tri-Mu**

An informal group of students who live and board in Salem. Members of the organization have many privileges usually accorded to students who live on or near the campus of their college. Weekly meetings are held. The three M's represent development of Mind, Morals, Muscles. One or more members of the faculty share privileges with the students.

### **Women's Athletic Association**

The association conducts all extracurricular sports for women, including such activities as soccer, field hockey, basketball, volleyball, soft ball, archery, tennis, badminton, and other individual sports. Payment of the blanket fee establishes membership in the association.

## **GENERAL INFORMATION**

### **The Massachusetts Program of Teacher Training**

The State Teachers College at Salem is one of ten similar colleges in the Commonwealth. It is strictly a professional institution. No person may be admitted or retained who does not give reasonable promise of developing into an efficient teacher.

### **Board and Room**

Although the college has no dormitories, it recommends homes in Salem where room and sometimes board may be obtained. All boarding students are required to live in such approved homes. Exceptions to this rule are made only for those whose parents wish them to reside with relatives or family friends. The homes meet the following requirements of the Department of Education: (1) They accept no boarders other than students and instructors of the teachers college. (2) The same home does not receive both men and women students. (3) The number of students in each home is limited to a small group. Those who take our students into their homes must assume responsibility for their conduct in the same measure as would be required of teachers or matrons in charge of dormitories.

### **College Restaurant**

A cafeteria is maintained in the building on a nonprofit basis. Attractive menus are offered daily at reasonable prices.

## **The College Library**

The college library, containing over 20,000 volumes, supplements the instruction in the various courses and serves as a reading and study center for the student body. Books are accessible during the hours when college is in session. The library provides a well-rounded reference collection, books for recreational reading, and subscription to about 130 periodicals. Students may use the library without fines or fees.

## **Scholarships**

Through the generosity of graduates and friends of the college, several scholarships have been established. These are awarded to students on a basis of need. Applications should be made to the president after the opening of the college year. The following funds are available:

Susan Marvin Barker Scholarship Fund  
 Walter Parker Beckwith Scholarship Fund  
 Ella Franklin Carr Memorial Fund  
 Alpheus Crosby Memorial Fund  
 Ellen Maria Dodge Scholarship Fund  
 Richard Edwards Memorial Association Fund  
 Essex County Teachers Scholarship Fund  
 Daniel Barnard Hager Memorial Fund  
 Harriet Laura Martin Memorial Fund (for graduate study only)  
 Amanda Parsons Scholarship Fund  
 Pitman Scholarship Fund  
 Louise O. Twombly Scholarship Fund

At Harvard University four scholarships are granted, each with an annual value of four hundred dollars, for the benefit of students in Harvard College who are graduates of any reputable teachers college in the United States.

## **State Aid**

The legislature makes an annual appropriation ranging from four thousand to six thousand dollars to be distributed among worthy teachers college students who are unable to defray their expenses. The money is apportioned according to the enrollments in the respective institutions. It should be noted that Salem residents are excluded from the benefits of this appropriation.

## **Placement**

The state maintains a central employment bureau for prospective teachers. No separate bureau functions at the college. However, every reasonable effort is made by the administration to secure positions for Salem graduates.







